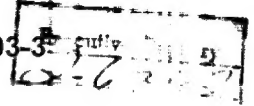


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Approved For Release 2003/07/31 : CIA-RDP80R01731R001700200003-3
25X1



28 February 1952

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Use of Manpower in Personnel Pool

PROBLEM:

1. What happens to the work done for the offices under DD/I in the event that the services of the Personnel Pool are no longer available (Reference: attached memorandum from Mr. Hedden to DD/I, 20 February 1952).

DISCUSSION:

2. The 2000 man hours during the month of January which are mentioned as having been devoted to the OCD project is a major understatement. As a matter of fact there were 720 man days on typing; 1267 on clerical work; and one devoted to translation.

3. Also under the supervision of DD/I, ORR was provided 45 man days of typing; 65 clerical; and one stenographic. For OSI 32 man days of typing; and 24 clerical.

4. OPC, OSO, the Personnel Office, TRD, Logistics and Management are ignored for the purposes of this memorandum though the amount of service is considerable.

5. The kind of work that has been done, if not done by the Personnel Pool, will fall back on the offices. Unless one is to begin on the assumption (or by investigation to establish it) that the personnel in the requesting offices are not working at maximum efficiency, this work will not get done or other work will have to be sacrificed. As far as OCD, ORR, and OSI are concerned these are not "make work" but are necessary projects. I have confirmed this with them.

6. Most of the manpower used on these projects is GS-7 or below. Mr. Hedden queries whether the work done is considered "training." The word as used here implies "systematic" training and I certainly would not say that is the case. Undoubtedly some training results but the primary purpose I understand is not training, but working. While obviously almost anyone can improve his mind and his skills somewhat by more training it is presumed that (a) many of these people either are adequately trained as clerks, typists, or stenographers, or (b) the training required will arise out of performance on the job later in the respective offices to which they are assigned or (c) that in-service training can (and in my opinion should) be selectively provided.

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7. The question of the advantages and disadvantages of the whole Personnel Pool arrangement has, I understand, been thoroughly considered and is acceptable on policy grounds.

RECOMMENDATION:

8. That this manpower resource not be diverted to training

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JAMES Q. REBER
Assistant Director
Intelligence Coordination

N.B. Attached is a report which I got from Personnel Office. You may wish to peruse the kinds of projects. Please return to [redacted] when you have finished with it. *(Ret'd to Personnel, 4/29/52 - m.d.)*

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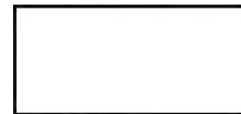
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CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

20 February 1952

MEMORANDUM FOR: DEPUTY DIRECTOR/INTELLIGENCE

I have been trying to engineer a change in the personnel pool of new employees so that the time spent in this pool can be used for training. However, in order to occupy the people in the pool, it has developed with other offices of the Agency, largely OCD, the doing of work projects of an unclassified nature. These projects must be handled elsewhere if we convert the pool to a training pool. Last month, the OCD project, which is of a recurring nature, occupied 2,000 man hours at the pool. Will you please examine this OCD work and give us your opinion of whether it is as important as training and whether it can be done elsewhere in the Agency? Who did it before we began to do it at the pool? The decision here, as you see, involves a policy question affecting one of your offices, and I would appreciate your opinion.

Stuart Hedden
Inspector General

STAT

cc: Director of Training

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Mr. Gledhill		
2			
3			
4			
5			
FROM		INITIALS	DATE
1	EWB		
2			
3			

- | | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS: It would appear that your proposal raises a serious problem for us. Let's talk it over.

EWB

TRANSMITTAL SLIP		
21 21 (Date)		
TO: AD IC.		
BUILDING	ROOM NO.	
REMARKS: I would appreciate it, if you could look into this for me and advise me - (orally) - as to the facts - Then we might try to frame some recommendation		
FROM: [Signature]		
BUILDING	ROOM NO.	EXTENSION
FORM NO. 36-8 SEP 1946		
16-65208-1 GPO		